

**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT (MVA) NUMBER 04-35**

OPENING DATE: 22 June 2004

CLOSING DATE: 22 July 2004
(Applications will not be accepted after 1600 hrs)

UNIT/LOCATION: CRTC, Volk Field, Camp Douglas, WI

POSITION: Air Traffic Controller

MILITARY AFSC REQUIREMENTS: 1C1X1

MINIMUM SKILL LEVEL REQUESTED: Five Level

AREA OF CONSIDERATION: Nationwide

FILL DATE: On or about 1 Aug 2004

SALARY RANGE: Pay and allowance commensurate with military pay.

MINIMUM GRADE REQUIRED: SRA/E-4

MAXIMUM EUMD GRADE: TSG/E-6

AVAILABLE UPMR GRADE: TSG/E-6

MINIMUM QUALIFICATION REQUIREMENTS

1. Member must be medically qualified IAW AFI 48-123. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date. Females require a pregnancy test within 30 days prior to AGR start date.
2. Members must meet physical fitness standards IAW 10-248, Air National Guard Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

BRIEF DESCRIPTION OF DUTIES:

ATC principles and procedures; flight characteristics of aircraft; International Civil Aviation Organization and United States federal and military air directives; use of aeronautical charts, maps, and publications; interpretation, use, and limitations of ATC radar; use of ATC communications

systems and navigational aids; and fundamentals of meteorology. United States Air Force certification as an ATC specialist satisfies these requirements.

The following items are mandatory as indicated:

In order to be fully qualified for this position the following criteria must be met. The only qualifications screened for are listed as mandatory or required for ENTRY into the AFSC.

Knowledge is mandatory of: Not Used.

Experience: The following experience is mandatory for award of the AFSC indicated: 1C151. Qualification in and possession of AFSC 1C131. Also, experience is mandatory performing functions involving actual control of aircraft. 1C171. Qualification in and possession of AFSC 1C151. Also, experience is mandatory supervising or performing ATC functions. 1C191. Qualification in and possession of AFSC 1C171. Also, experience is mandatory managing ATC functions.

Education: Not Used.

Training: Not Used.

Other: Not Used.

IAW Volk Field CRTIC Instruction 36-102, if an individual with 2 years time in grade (TIG) has not completed the Professional Military Education (PME) required for promotion to the next rank, that individual will not be eligible to apply for a position of higher rank until PME is completed. If an individual is hired into a position with less than 2 years TIG, the individual will be required to complete the PME at or before the 2 year TIG date or be removed from the new position. An exception would be an individual who doesn't have time in service (TIS) minimums; this would overrule TIG.

HOW TO APPLY

Submit a package that includes the following:

1. Cover Letter addressing applicable items listed below:
 - A. Indicate the military vacancy announcement you are applying for.
 - B. Statement of Training. (i.e. I understand I do not currently hold the AFSC indicated and/or the appropriate skill level and if selected for this position a Statement of Training/Re-training must be accomplished.)
 - C. Indicate whether you are currently an AGR, technician, drill status or active duty and what unit you're in.
2. NGB Form 34-1 completed and **signed**.
3. Personnel Records Review RIP, complete and current. Army individuals may use DA Form 2-1.
4. All Army soldiers must have their ASVAB raw scores converted to Air Force ASVAB scores and include letter from either a recruiter or MEPS counselor.
5. Medical Records as listed:
 - A. SF 507 (Annual Assessment form). **FOR ALL APPLICANTS - MUST BE SUBMITTED IF PHYSICAL IS MORE THAN 12 MONTHS OLD. Current AGR members must include, regardless of physical date.**
 - B. **Physical Exam forms** (either DD 2807 and DD 2808 OR SF 93 and SF 88) – Must be conducted not more than 36 months prior to entry into the AGR program. (Not required for On-board AGRs, all others must comply)
 - C. **Statement verifying current height and weight.** (Must be signed by a medical authority or designated weight monitor). On Board AGR's/ traditional Guardsmen may submit a copy of their 2003 FitnessAge assessment form in lieu of height/weight statement.
6. One (1) – DMA Form 181 (Race/nationality form) (If DMA 181 is unavailable use SF Form 181)

*Note: Forms may be found by going to the following web site: <http://dma.wi.gov/agr.asp>

7. Forward application to: **THE ADJUTANT GENERAL WI, ATTN: WIJS-J1-MS-MD (AGR Air Staffing), 2400 WRIGHT STREET, MADISON, WI 53704-2572**. Applications must be mailed at applicant's own expense. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Questions regarding this announcement may be referred to the above at DSN 724-3718 or commercial (608) 242-3718. Applicants are encouraged to call prior to job close date to ensure application was received; however, it is the applicant's responsibility alone to ensure that the application and all required supporting materials are complete. The application **will not be reviewed** until after the closing date. If the application is incomplete a letter will be sent to the individual indicating the reason for disqualification. All applications become the property of the J1Office.